



## Business Services Unit

Title: **Labor Clinic for Job Seekers: Navigating HireGuam.com**  
Date: Tuesday, April 25, 2017  
Time: 9:00am to 11:00am  
Trainer: Theresa Camacho, Employment Development Worker III

Location: American Job Center, Guam 3rd Floor Conference Room  
710 West Marine Corps Drive, Suite 301 Bell Tower Plaza,  
Hagatna, Guam 96910

Target Audience: **Job Seekers**  
Seating: Limited to 40  
Cost: **No Cost**  
Workshop Content:

Learn to navigate HireGuam.com's powerful online job seeker/workforce services system, accessed as a website on the Internet or at the American Job Center, Guam. This system is designed to be comfortable for everyone, even the person who has little computer experience. The system provides fast access to a complete set of employment tools in one web site. Surveys have proven that users find it convenient and very useful. Use your mouse to point and click your way through the online services. Features to help job seekers and students include:

- Use a professional format to create and send resumes and cover letters to employers
- Assess your job skills, set goals, and research training providers
- Review available jobs and apply online
- Set up a Virtual Recruiter® search agent to automatically review job postings and notify you of jobs that match your skills
- Track your job search efforts and resumes sent in a

personal profile folder online

- Learn about services and benefits for which you may be eligible
- Determine a budget and plan for training
- Research regional labor market information, such as salaries
- Use the email/message center to contact employers and your case manager

Contact Information:

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